

EMPLOYER FINAL APPRAISAL

Name of Intern Student: _____

Intern Employer: _____

PURPOSE:

The Internship program at Western Carolina University extends the student's education beyond the classroom by providing a structured sequence of progressively more challenging experiences with senior members of the communication profession. The professional who supervises the student during his/her internship has the responsibility of identifying and reporting to the student and the faculty adviser the student's performance level, limitations, potential and developmental needs. The employer thus cooperates with the faculty adviser to help the student develop and improve his/her performance. The faculty adviser will use the employer's appraisal forms, the student's log of work, portfolio materials, and final report to evaluate the student for academic credit.

APPRAISAL:

This form should be completed by the individual in the best position to evaluate the intern's performance. The evaluation consists of two basic parts:

PERFORMANCE RECORD & WORK HABITS:

In this section emphasis should be placed on the student's actual work record and performance. He/she should be rated against students of comparable academic level or against other personnel assigned the same or similarly classified jobs. The student's potential should not play a part in the evaluation of his/her performance.

PROFESSIONAL DEVELOPMENT:

In this section emphasis should be placed on the student's relative strengths and weaknesses as they affect his/her overall professional development. The evaluation of his/her present performance (Part I) only indicates how well he/she is doing in his/her present job. By considering the student's strong points and his/her limitations, guidance can be provided to enhance his/her achieving maximum professional potential.

Appraisals should be made only on those sections where the supervisor feels reasonably competent to judge the individual accurately. The evaluator is encouraged to qualify his/her evaluations in areas where further information would be helpful by utilizing the spaces provided for comments.

This report has been discussed with the student: Yes No

The Internship Education Staff has permission to discuss this report with the student: Yes No

PERFORMANCE RECORD

Profile Values: 1 = Outstanding
2 = Very Satisfactory
3 = Satisfactory
4 = Barely Satisfactory
5 = Unsatisfactory

CATEGORY	PROFILE VALUE	COMMENTS, EXAMPLES, OBSERVATIONS
1. Volume of work produced		
2. Quality of work produced		
3. Analytical ability		
4. Sensitivity to problems, ability to resolve		
5. Accuracy and thoroughness		
6. Ability to work under pressure		
7. Effectiveness in oral communication		
8. Effectiveness in written communication		
9. Original and creative thinking		
10. Ability to learn		
11. Other (Please specify)		

WORK HABITS

Check column that best describes the student's individual work habits. Please evaluate each characteristic individually.

ATTENDANCE: Regular
 Irregular

PUNCTUALITY: Regular
 Irregular

CATEGORY	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS, EXAMPLES, AND/OR OBSERVATIONS
1. Effective in preparing & organizing his/her work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Takes the initiative, a self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has ability to adjust to non-routine assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Keeps constructively busy & mentally alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has healthy attitude towards company objectives & policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is cooperative in working relationships with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exhibits diligence & perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Performs tasks with industry & drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates a willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How would you rate this student's overall performance?

Outstanding Very Satisfactory Satisfactory Barely Satisfactory Unsatisfactory

PROFESSIONAL DEVELOPMENT

What are your perceptions of this student's strengths?

What are your perceptions of this student's weaknesses?

What are your perceptions of the student's understanding of ethical standards and decision-making in professional settings?

What are your perceptions of the student's ability to communicate appropriately and effectively with diverse people, contexts, situations and cultures?

Regarding professional growth & development, is this student making satisfactory progress at this stage? What suggestions do you offer?

Did the student develop materials good enough to be included in a professional portfolio? Please add comments below. Yes No

Signature of the evaluator (Direct supervisor)

Date

Student's Signature (indicates ONLY that student has seen evaluation report)